



SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

June 13, 2007

Dear Interested Parties:

**MMIS SCOPE OF WORK DEVELOPMENT REQUEST FOR PROPOSAL (RFP) 07-65484
ADMINISTRATIVE BULLETIN 1, ADDENDUM 1**

Administrative Bulletin Number 1, Addendum 1 issued by the California Department of Health Services (CDHS), Office of Medi-Cal Procurement (OMCP), announces clarification to the Request for Proposal (RFP) for the MMIS Scope of Work Development. CDHS provides notification to interested parties of the following:

The enclosure (Addendum 1) incorporates changes to the RFP; it includes language clarification and changes to:

- RFP Main Text, Section J. Proposal Format and Content Requirements Section

These changes are being made to clarify sections in the RFP. Within the text of the documents, changes are underlined to denote revisions.

In order to configure the Internet and CD version of the RFP to accurately reflect the current requirements and considerations, remove the existing pages and insert the appropriate replacement pages. The website for the electronic version is www.dhs.ca.gov/omcp.

ONLINE AND CD VERSION

To update the RFP, use the instructions in the following chart. Any changes made to the RFP are published as replacement pages in the RFP.

REMOVE EXISTING PAGES	REPLACEMENT PAGES
RFP Main text, J. Proposal Format and Content Requirements Section, page 13.	RFP Main text, J. Proposal Format and Content Requirements Section, Items 2. page 13. Clarification sentence added "Proposer can

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REMOVE EXISTING PAGES	REPLACEMENT PAGES
	have combined work experience to meet the qualifications.”

Proposers have five (5) working days from the issue of this transmittal to the postmark date of the proposers' response to submit any objections to the Addendum or Proposers' questions to the address below:

RFP 07-65484 Q & A
Attn: Michele DeGuzman
CA Department of Health Services
Office of Medi-Cal Procurement, Mail Station 4200
MMIS Scope of Work Development
P.O. Box 997413
Sacramento, CA 95899-7413

Sincerely,

Original signed by *Donna Martinez*

Donna Martinez, Chief
Office of Medi-Cal Procurement

Enclosures

- 2) Describe experience that qualifies the proposing firm to undertake this project. At a minimum, demonstrate the proposing firm possesses at least one engagement of experience of the types listed in this section. [Proposer can have combined work experience to meet the qualifications.](#) All experience must have occurred within the past five years. It is possible to attain the experience types listed below during the same time period with various engagements. Proposers must have experience in providing:
 - a) A SOW that is for the purpose of acquiring a new fiscal agent and a new MMIS. Proposers must demonstrate prior experience that includes providing SOW language that assures the latest advancements and innovations to modify the existing claims processing and reporting systems of the MMIS that meet new state and federal requirements.
 - b) An independent analysis and review of the existing State processes of the MMIS operation and system functionality.
 - c) Advice on how to structure the allowable costs for a contract of this type to assure reasonable and cost effective pricing. Include experience in:
 - i. Making recommendations on how to structure incentives for the contractor to take action to reduce the future costs.
 - ii. Making recommendations on how to structure the implementation and ongoing costs to and hourly rates for future enhancements.
 - iii. Making recommendations regarding the specific performance criteria and penalties and damage clauses that other states have found useful in maintaining a high level of performance of the fiscal agent contractor.
 - d) Evaluation guidelines and criteria used in the evaluation of proposals.
 - e) Reports identifying potential risks based on the experience and knowledge regarding other States implementation of a new MMIS.
 - f) An acceptance testing, parallel testing, review process and implementation schedule which documents the deficiencies of the operation and included a process to provide clarification of the project and resolution of issues to obtain final approval for implementation.
 - g) The preparation and monitoring of timelines and deadlines to document the progress and status of the project.
- 3) Briefly, describe the accounts or work projects begun and/or completed in the past three years that involved services similar in nature or closely related to the Scope of Work in this RFP. For each account or project listed, include the following information:
 - a) Name of agency and contact name from the firm for whom services were performed,
 - b) Duration or length of the project,
 - c) Total cost or value of the project,
 - d) Indicate if the account or project is "active/open" or "closed/settled",
 - e) Describe briefly the type and nature of the services performed.